

# HOW TO ADD A ROOM CALENDAR TO YOUR PERSONAL OUTLOOK PROFILE

1. Open and login to Outlook. Once opened, navigate to the calendar tab.
2. On the top tool bar, in the Manage Calendars category, click "Open Calendar".
3. Select "From Address Book".
4. In the search bar, type "Lawroom" to bring up all classroom calendars.
5. Double-click the classrooms you'd like to add and click "Ok".
6. The added calendars will appear beside your other calendars in the main calendar view pane.
7. To hide these calendars from view, uncheck the box next to the calendar name.
8. To hide the list of calendars from view, click the black triangle next to "Rooms".

